

**School Year 2014/2015**



*"Amazing Experiences!"*



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# Little School and Little School 2

**Sherwood Community Center**  
3740 Old Lee Highway  
Fairfax, VA 22030  
703-385-1695

**[parksrec@fairfaxva.gov](mailto:parksrec@fairfaxva.gov)**

## **Welcome Little Schoolers and Parents!**

**We are excited to meet many of you and to be reunited with those of you who are returning to the program. We are looking forward to our time together, and hope we can make this a memorable school year for all of our children.**

**We realize that the first week will be the most difficult for some of the children. We will do our best to meet and greet your child immediately and involve them in one of our activities. It would be helpful if you did not make the good-byes too long so your child can get acclimated quickly.**

**We will provide a snack and juice each class, and be sure he or she is dressed appropriately to play inside and out. Each month we will give you a calendar and newsletter to keep you informed about all of the exciting activities we have planned. Please take time to read this information carefully so you and your child will come prepared.**

**We hope this handbook will help you and your child feel prepared for the program. Please feel free to ask any of the staff questions you may have.**

**We look forward to a great year together!**

**-Ms. Becka, Ms. Karina and  
The City of Fairfax Parks and Recreation Staff**

# Little School and Little School 2!

City of Fairfax Parks & Recreation Department

Sherwood Community Center

3740 Old Lee Highway, Fairfax, VA 22030

703-385-1695

Karen Lussier, Recreation Manager

[karen.lussier@fairfaxva.gov](mailto:karen.lussier@fairfaxva.gov)

Our primary goal this school year is to help your child develop positive peer relationship skills in a fun, engaging environment. Your child will have many opportunities to learn through hands-on arts and crafts, music and various gross motor activities, storytelling, role play, sharing through show and share, themes and more!

## **LITTLE SCHOOL**

School year recreational preschool program for **3-5 year olds offered Mondays and Fridays from 9:15-11:45am.**

## **LITTLE SCHOOL 2**

School year recreational preschool program for **2-3 year olds offered Thursdays from 9:30-11:30am.**

## **2014/2015 PROGRAM DATES**

10-month program: **September 8, 2014 through May 29, 2015**

**Little School NO CLASS:** 10/13, 11/28, 12/22, 12/26, 12/29, 1/2, 1/19, 1/16, 3/30, 4/3, 5/25

**Little School 2 NO CLASS:** 11/27, 12/25, 1/1, 4/2

## **PAPERWORK REQUIREMENTS**

In order to keep your child safe, we require parents to complete Participant Information Card and return to the Sherwood Center, no later than August 31, 2014. This form will be given to you upon registration in the program. If any information changes, please make sure you contact staff to update the form.

## **PAYMENT PLAN DUE DATES\***

Little School operates with the Automatic Payment Plan option, please make note of the following payments will be charged to your credit or debit card.

Day of Registration: \$199 due for Little School, \$99 due for Little School 2

Payment of \$199 for Little School or \$99 for Little School 2 will be processed on the first of each month from Oct 1, 2014 until May 1, 2015.

*\*Please mark these dates on your calendar. The Parks and Recreation Department will track payments and make every effort to send reminders and receipts for each billing period. Please let our staff know if your credit card information changes. Any payments that are not made on time will incur a \$25 late fee per week unpaid.*

## **REFUNDS**

If you are not satisfied with the program for any reason, please complete a Refund Request Form and staff will assist you with any refunds.

## **TAX ID NUMBER:**

*For tax purposes please use the following Tax ID number and address:*

**TAX ID: 54-600-1266**

Address: City of Fairfax, 10455 Armstrong Street, Fairfax VA 22030

## About Little School

### STAFF

Our staff are well-trained and experienced in working with children. Staff members have undergone training regarding the program, and specific training in First Aid, health and safety. All staff has had criminal background checks and has met specific qualifications for working with children.

**Ms. Karina** grew up in Russia, where she studied ballet and art and earned two degrees in education. She has been teaching in Fairfax for 15 years and is an artist specializing in watercolor painting. She lives in Fairfax City with her husband, daughter, and Oliver, their Old English Sheepdog.

**Ms. Becka** a piano teacher specializing in development of young children's musical talent and a love of piano in particular. Originally trained in England, since coming to our area 10 years ago she has helped over 100 local children become confident, inspired and fluent in music. In her spare time Becka has also been the manager of a local Church Sunday school nursery and in England worked for a non-profit for people with learning difficulties. With three children of her own, she also still finds time to teach piano at a local music school and great programs like Little School at Sherwood Community Center.

### EXPECTATION OF LITTLE SCHOOL

We will work with our students to be sure all children understand the proper way to interact with other children in the group. We understand this may be the first time your child has been to a preschool program. We will encourage the children to **play safely, respect people, and respect property**.

Staff will focus on the prevention of negative behavior. We will praise the positive and attempt to downplay the negative, in an effort to bring out the best in every child. When discipline is needed, we believe discipline takes many forms and should vary according to age, individuality and the developmental level of each child. Concern is focused on the action/behavior rather than the child. (example: We do not use statements such as "you are a bad boy/girl." Rather, "I did not like what you did"). Our staff will use positive guidance, redirection, continuous supervision, and set clear limits during disciplinary action.

We will use gentle redirection as our standard method of addressing inappropriate behaviors. Additional steps may be needed when children are unable to participate in the group in a positive manner. Possible steps include:

- 1) A brief period of time out
- 2) A phone call home
- 3) Other arrangements agreed upon by the program administration and the parents
- 4) Removal from the program

We want your child to be a part of this wonderful program and will do everything possible to keep them a part of it. However, the Parks and Recreation Department reserves the right to withdraw any children from the program that have extremely discipline issues or are not deemed appropriate for this program.

### APPROPRIATE DRESS

Please make sure your child is dressed to play and move. As weather permits, the children will be playing outside as well as inside. Staff will notify you when there are special activities planned that require specific dress attire.

## **DROP OFF AND PICK UP**

Upon arrival at the Sherwood Center each day at the specified time, PARENT or GUARDIAN **must** sign-in child(ren) with a staff member at the program. At the end of the day, PARENT or GUARDIAN **must** sign-out child(ren) with a staff member.

**The staff will request identification for everyone who picks up a child, INCLUDING PARENTS/GUARDIANS.**

**Children will NOT be allowed to leave unless identification is presented at the time of pick-up.** Please fill the **Pick-up Authorization Form** portion on the back of the Participant Information Card with all the people who are allowed to pick up your child. Your child will not be allowed to leave the program with anyone other than a parent or guardian, unless they are on the pick-up authorization list. REMEMBER, this is for your child's safety and your peace of mind.

Please make sure to pick up your child on time. A warning will be given to the parent/guardian the first time a child is picked up late. Thereafter, a late fee of \$15.00 will be charged for every 15 minutes or any part thereof.

## **HEALTH CONCERNS**

We will notify you immediately if your child exhibits any signs of illness while attending the preschool program. You are required to pick your child up as soon as possible. Please keep your child home during illness and for 24 hours after if he or she:

- a) has a fever of 100 degrees (F) or higher;
- b) has recurring vomiting or diarrhea;
- c) exhibits any communicable illness such as conjunctivitis ("pink eye").

Staff will NOT administer any medications to children during the program. If your child needs to take medication during the program time, a parent or guardian must come to the program to administer the medication to their child themselves.

## **HEAD LICE**

Children who are suspected of head lice at the Little School program are required to stay home and can only return with the approval of a doctor. Please check your child's heads for this condition and if you do find any indication of head lice, it is mandatory that your child stay home from camp and see a doctor immediately. Staff may require a doctor's note for a child to return to the program.

For more information on how to detect head lice and what to do if you find anything please go to:

[www.cdc.gov/lice/head/parents](http://www.cdc.gov/lice/head/parents)

## **TOILET TRAINING**

We understand that children at this age may still be in the process of toilet training. Our Little School staff are not able to change diapers. If an accident or dirty diaper occurs, we will handle this in a sensitive manner and call the parent immediately. Please plan to stay close to the program location if your child is not completely toilet trained or is prone to accidents. Recurring problems will be addressed individually.

## **EMERGENCIES**

Should an emergency occur, our staff will contact the first name on the registration form immediately. Should those persons be unavailable, we will contact the emergency contacts. Please make sure all the emergency contact information is up to date at all times.

## **MANDATED REPORTING**

As required by Virginia state law, all program staff are considered mandated reporters. Mandated Reporting laws require that professionals who deal with children report suspicious circumstances suggestive of child maltreatment to child protective services.

## **SNACK AND ALLERGIES**

The Parks and Recreation Department will provide a small snack and juice to children during the program each day. Please make staff aware of all allergies that your children have as we will try to best accommodate all children's needs. Parents may be asked to provide their own snacks for their children in certain circumstances.

## **ROOM PARENTS**

Parents will be asked to help out in the classroom for one day each month. Teachers will coordinate this with all parents a Thank you in advance for your help!

## **INCLEMENT WEATHER POLICY**

The City of Fairfax Parks and Recreation Department follows the Fairfax County School's cancellation policy.

### **Closed**

When schools are closed due to inclement weather Little School will be cancelled. Website for Fairfax County school information: [www.fcps.edu](http://www.fcps.edu).

### **Late Start**

When Fairfax County Schools are delayed for one to two hours, Little School will start at 10:00am.

In the event of inclement weather during a time when public schools are not in session or in the case of extenuating circumstances such as extreme temperature or issues with busing which does not affect Parks and Recreation programs the City of Fairfax Parks and Recreation Department Director or designee will make a decision on cancellations and delays. *Please call the center before leaving your home for updated center information and possible cancellations.*

This information will be posted on the website, [www.fairfaxva.gov](http://www.fairfaxva.gov) or call 703-385-1695. Staff will make all effort to contact participants by e-mails and, where appropriate, phone calls.

Parks and Recreation Staff will make all efforts to make-up any missed classes due to inclement weather.